

MODIFICATION #2
CONTRACT #2019-CSBG-01

between

CLARK COUNTY
 PO Box 5000, Vancouver, WA 98666-5000

and

CLARK COLLEGE
 1933 Fort Vancouver Way, BRD 114, Vancouver, WA 98661-3529

Programs:	Financial Wellness to Address Generational Poverty
Contract Period:	July 1, 2019 through June 30, 2021
Total Contract Amount:	\$166,000
Funding Sources:	Community Services Block Grant (CSBG) – Fund 1932 Human Services Fund – Fund 1932
DUNS Number:	055966303
CFDA:	93.569
Procurement History:	2019 CAP Request for Application

Contractor Contact	Contractor Fiscal Contact	County Program Contact	County Fiscal Contact
Cath Busha 360.992.2983 cbusha@clark.edu	Courtney Braddock 360.992.2196 cbraddock@clark.edu	Rebecca Royce 564.397.7863 rebecca.royce@clark.wa.gov	Rhonda Hills 564.397.7836 rhonda.hills@clark.wa.gov

By signing below, Clark County, hereinafter referred to as the “County,” and Clark College, hereinafter referred to as the “Contractor,” agree to the terms of this Contract modification as well as the Clark County Community Services General Terms and Conditions, as amended, which are incorporated herein by reference with the same force and effect as if they were incorporated in full text. The full text version of the County’s General Terms and Conditions are available at <https://www.clark.wa.gov/community-services/announcements-and-general-terms-and-conditions>. Hard copies will be provided by Clark County upon request.

FOR CLARK COUNTY:

Kathleen Otto

6/11/2020

Kathleen Otto, Interim County Manager

FOR CLARK COLLEGE:

William Belden

6/11/2020

William Belden, VP of Student Affairs

APPROVED AS TO FORM ONLY:

Amanda Migchelbrink

6/11/2020

Amanda Migchelbrink
 Deputy Prosecuting Attorney

BUDGET SUMMARY
CONTRACT #2019-CSBG-01.2
CLARK COLLEGE

Contract Period
July 1, 2019 through June 30, 2021

STATEMENT OF WORK #1					
FINANCIAL WELLNESS PROGRAM TO ADDRESS GENERATIONAL POVERTY					
Service Activity	Category	Payment Type	Revenue Source	07/01/19-06/30/20	07/01/20-06/30/21
Personnel & Operating Costs	Income & Asset Building	Cost Reimbursement	CSBG State	\$14,000	\$28,000
			Human Services Fund	\$32,400	\$32,400
Supportive Services			Human Services Fund	\$29,600	\$29,600
ANNUAL SOW #1 TOTAL				\$76,000	\$90,000
TOTAL SOW #1 AMOUNT				\$166,000	

1. CONTRACT HISTORY

CONTRACT TERM	ACTION AMOUNT	TOTAL CONTRACT AMOUNT
Original contract 07/01/19 – 06/30/21	\$180,000	\$180,000
Amendment #1 Reduction of funds	\$14,000	\$166,000
Amendment #2 Change to program eligibility	\$0	\$166,000

2. MODIFICATIONS

2.1. The program eligibility for Statement of Work #1 of the original contract is modified and replaced in its entirety with the revised version attached as Exhibit A.

2.2. All other terms and conditions of the original contract remain the same.

3. ENTIRE CONTRACT

This modification incorporates the original Contract and any subsequent modifications by reference. The parties agree that the original Contract, subsequent modifications, and this modification are the complete expression of the terms hereto and any oral representations or understanding not incorporated herein are excluded. Further, unless allowed elsewhere in the Contract, any modifications of this Contract shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize that time is of the essence in the performance of the provisions of this modified Contract.

4. DEBARMENT OR EXCLUSION

By signing this modification, the Contractor certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any federally-funded program by any federal department or agency (Excluded Person) and that no owner, director, officer, or partner with an ownership or control interest in the Contractor is an Excluded Person. In addition, Contractor certifies that no employee or subcontractor of Contractor who will perform work (whether directly or indirectly) under this Contract is an Excluded Person.

EXHIBIT A**STATEMENT OF WORK #1
CONTRACT #2019-CSBG-01.2
CLARK COLLEGE****1. PROGRAM DESCRIPTION**

Clark College aims to break the cycle of intergenerational poverty by providing wraparound support services for low-income students who are most likely to drop out of college. A Financial Wellness Coach will use a supportive approach to identify career goals, create an individualized program of study, develop a financial plan for attending college, and provide access to financial resources for income and asset development to build self-sufficiency. Students will also have access to an Emergency Grant Fund to support students who encounter financial barriers.

This program meets several Income and Asset Building priority needs identified in the 2017 Community Needs Assessment.

2. PROGRAM ELIGIBILITY

2.1. Income can be no more than 125% of the Federal Poverty Level from July 1, 2019, through June 30, 2020. As of July 1, 2020, income eligibility is increased to 200% of the FPL.

2.1.1. Income must be re-verified at least annually as long as participant is in the program.

2.2. During the state of emergency, applications for assistance and documentation of eligibility may be collected through a modified process. The modified process must be outlined in the program policies.

2.2.1. If a participant is unable to obtain payroll/employment confirmation from their employer, self-declaration of income is allowable.

2.2.1.1. The self-declaration must be written and include: date, signature, and indication that the participant/household meets the required FPL cut-off for CSBG services.

2.2.1.2. The method for self-declaration should clearly indicate this is an alternative process put in use due to the state of emergency and may only be used while the state of emergency is in effect.

2.2.2. E-mailed, scanned, faxed and photographed documents should all be accepted.

2.2.2.1. Contractor must notify participants that the application and/or documents have been received and document the date and

individual who provided the notification of receipt (i.e. phone call, e-mail, US mail, etc).

- 2.2.3. Digital, electronic, scanned or photographed copies of signatures are allowed on applications and all forms. Contractor should have a dedicated email address that is used for clients to send applications.
- 2.2.4. Verbal verification via telephone can be taken for application signatures and form verification as a temporary substitute as participant acknowledgement/approval until original participant signatures can be obtained in person. The person obtaining verbal confirmations/verifications must document the following on each item verified:
 - 2.2.4.1. Date of initial contact by participant
 - 2.2.4.2. Name of the person taking the verbal information (staff)
 - 2.2.4.3. Person providing information (applicant)
 - 2.2.4.4. Date verbal verification received
 - 2.2.4.5. Approximate time of verbal verification
 - 2.2.4.6. Method of verbal verification received (i.e. Telephone, skype)
 - 2.2.4.7. Contractor must receive verbal consent from the participant to allow verbal verification on each form. The participant's consent to allow verbal verification must be documented on each form. If a participant refuses to allow verbal verification another intake method must be provided (i.e. US mail, delivered via drop off).

3. PROGRAM REQUIREMENTS

- 3.1. Provide financial coaching and wellness services.
 - 3.1.1. Identify career goals.
 - 3.1.2. Create an individualized program of study.
 - 3.1.3. Develop a financial plan for attending college.
 - 3.1.4. Provide access to financial resources for income and asset development to build self-sufficiency.
- 3.2. Provide emergency grants to eligible participants.
- 3.3. Contractor shall provide the County with program policies within 10 days of contract execution or modification.
- 3.4. The Contractor must utilize the following best practice models based on the definitions in the Clark County Community Action Programs Request for Application:

- 3.4.1. Consumer Involvement/Peer Support
- 3.4.2. Trauma Informed Approach
- 3.4.3. Motivational Interviewing
- 3.4.4. Strengths Based Practice
- 3.4.5. Inclusion
- 3.4.6. Cultural Competence. Agency must take active steps to help their organizations and programs become more culturally competent and aware, and improve delivery of services to historically underserved communities in Clark County.
 - 3.4.6.1. Historically underserved communities include but are not limited to: Native Americans, Hispanic/Latin(x), African Americans, Pacific Islanders, LGBTQ community, and other under-represented communities of color.
 - 3.4.6.2. Examples of active steps furthering this effort include, but are not limited to: increasing representation of underserved communities on agency governing boards; forming advisory committees with members of underserved communities to assist in culturally appropriate delivery of services; incorporating formal collaboration with culturally specific organizations in program design.
- 3.5. Contractor shall display the 211info contact information in an area visible by clients.
- 3.6. Provide or assist households with connections to other community resources and supports that help them improve their safety and well-being to achieve their long-term goals.
- 3.7. Treat People with Dignity and Respect
 - 3.7.1. Consistently implement practices to meet people where they are and provide person-centered care that focuses on personal strengths.
 - 3.7.2. Establish formal policies and value statements that convey clear expectations that persons will be treated with dignity and respect in every interaction. Monitor adherence to expectations. Provide people served with a grievance process.
 - 3.7.3. Have expectations of program participants clearly communicated and easily accessible for review.
 - 3.7.4. Serve individuals in a trauma informed manner, providing choice, transparency, a clear explanation of role, and allow flexibility and accommodation, whenever possible.
 - 3.7.5. Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary.
 - 3.7.6. Practice cultural competency and provide appropriate accommodations for

program participants across demographic differences.

4. PROGRAM REPORTING

4.1. Clark County Homeless Management Information System (HMIS) Requirements

- 4.1.1. Contractor shall enter client data into HMIS when new clients are assisted, at reassessment, and as needed to keep system information current.
- 4.1.2. Exceptions to HMIS entry are made for those covered under the Victims of Crime Act (VOCA) and those refusing to sign the HMIS Release of Information. If a household does not opt into HMIS, a paper file must be kept and anonymous information provided to the Council for the Homeless, as requested.
- 4.1.3. Client data must be entered into HMIS no later than 10 days following enrollment. Program Directors are responsible for ensuring Contractor's data for the previous month is entered into HMIS accurately by the 5th of each month.
- 4.1.4. Contractor must use HMIS to maintain unduplicated counts of persons served by the program.

4.2. Client satisfaction surveys must be developed and offered to program households at least annually. Contractor shall provide the County with a summary of satisfaction survey responses. The following information must be reported:

- 4.2.1. Number of households served during the survey period.
- 4.2.2. Number of responses received to the survey.
- 4.2.3. Summary of answers to each of the questions.
- 4.2.4. Contractor shall report the total number of overall positive client satisfaction surveys received and total number of overall neutral and negative client satisfaction surveys received.
- 4.2.5. Additional related details as Contractor finds appropriate or asked for by the County.

4.3. Contractor shall provide to the County quarterly status reports in a format acceptable to the County to include a copy of applicable HMIS reports. Reports shall be submitted by the 10th day of the month following the quarter when services were provided, except the 4th quarter report, which is due on July 31. Reports must include:

- 4.3.1. Progress towards achieving goals and performance measures delineated in section 5 of this contract.
- 4.3.2. Accounting of all grievances filed during the reporting period, and status of resolution.
- 4.3.3. Steps taken by the agency to advance organizational and program cultural competence, as discussed in section 3.4.6. of this contract.

- 4.4. The Contractor shall provide the County with a year-end narrative report, due July 31.
- 4.5. The County may withhold payment to the Contractor if reporting requirements are not met.

5. PROGRAM GOALS

The Contractor shall meet or exceed the following local goals:

Program Goals	Anticipated Unduplicated Annual Outputs
Number of students served	250
Number of students who receive an Emergency Grant	50

Program Goals	Anticipated Unduplicated Annual Outcomes
Number of students who remain in college	220
Number of students who report improved financial wellness	200

6. PAYMENT

In addition to the contract terms listed in the Clark County Community Services General Terms and Conditions (GTC), the following shall apply:

- 6.1. The County will pay the Contractor on a cost reimbursement basis. Invoices shall include a Payment Request Form and adequately describe the expenses incurred, identify the month and year of service, the contract number, be categorized by statement of work/work order, and be accompanied by adequate general ledger detail as described in the GTC.
- 6.2. Personnel Costs: Salaries and benefits for staff time related to the program and program supervision.
- 6.2.1. If applicable, finance salaries must be submitted as administrative costs, and will not be paid with program dollars.
- 6.3. Operating Costs: Telephone, training costs, mileage, supplies, insurance, and other operating costs.
- 6.3.1. Volunteer recruitment expenses can be reimbursed as program Operating Costs; however, volunteer recognition expenses (if applicable) must be reimbursed using administrative funds.
- 6.3.2. Contractor shall comply with the Clark County Travel Policy. If requesting payment for employee reimbursement costs for anything other than out-of-town travel meals, please include copies of mileage logs and receipts supporting the costs shown (general ledger detail does not include the vendor names, dates of purchase and individual amounts). When traveling out of the area, food costs shall be

reimbursed at the Clark County per diem rates; meeting agendas must be attached to the reimbursement requests.

6.4. Supportive Services:

6.4.1. Supplies needed to participate in classes: books, computer, office supplies.

6.4.2. Fees for certification tests.

6.4.3. Basic needs items: clothing, hygiene and health supplies.

6.4.4. Transportation assistance:

6.4.4.1. Bus passes. A log including the recipient name, date, signature and bus pass number must be submitted as reimbursement backup.

6.4.4.2. Gas vouchers. A voucher and receipt must be submitted as reimbursement backup.

6.4.4.3. Auto maintenance and repairs. Must show proof of vehicle registration, state-required insurance, and a valid operator's license and/or endorsement. Auto repair assistance is only available from a licensed mechanic.

6.4.4.4. Other transportation services with prior County staff approval, if not listed specifically in the contract budget.

6.4.5. Other supportive services as identified with pre-approval from County Program Contact.

6.4.6. The Contractor must submit back-up documentation for staff requests for reimbursements (if applicable), for all supportive services.

6.5. Services that are reimbursable through Medicaid/Medicare shall not be billed through this Contract.

6.6. 2 C.F.R. 200 administrative charges are allowed, but may not exceed the amount listed in the budget table.

6.7. The invoice for the period ending June 30 is due July 8.

Certificate Of Completion

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Document Pages: 9

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Lynn Mueller

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Amanda Migchelbrink

amanda.migchelbrink@clark.wa.gov

Deputy Prosecuting Attorney

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Security Level: Email, Account Authentication
(None)

William Belden

Signature Adoption: Pre-selected Style
Using IP Address: 73.240.130.96

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Accepted: 6/11/2020 1:01:47 PM

ID: 203fe6a2-8d84-4fc9-9766-256d13aad2d7

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Office Supervisor

Clark County, WA

Security Level: Email, Account Authentication
(None)

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Kathleen Otto

Kathleen.Otto@clark.wa.gov

Director Internal Services/Deputy County Mngr

Clark County

Security Level: Email, Account Authentication
(None)

Kathleen Otto

Signature Adoption: Pre-selected Style
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Signing Complete	Security Checked	6/11/2020 1:10:06 PM
Completed	Security Checked	6/11/2020 1:10:06 PM
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How to contact Clark County, WA:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: loann.vuu@clark.wa.gov

To advise Clark County, WA of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at loann.vuu@clark.wa.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

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- ii. send us an e-mail to loann.vuu@clark.wa.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

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- Until or unless I notify Clark County, WA as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Clark County, WA during the course of my relationship with you.